

CHAPTER 2

FACILITY ADMINISTRATION

Section I. Responsibilities and Procedures

The supervisory and control positions and responsibilities outlined in AR 95-2 and listed in this section are mandatory requirements. Operating positions shall be manned and functions performed only by ATC personnel who are qualified to perform the duties. Also explained are the requirements and procedures for day-to-day facility operations. ATC facilities shall use local SOPs to supplement these requirements when necessary.

2-1. SUPERVISORY POSITIONS AND RESPONSIBILITIES

a. **ATC Chief.** The ATC chief supervises and manages all ATC facilities located at an airfield or a heliport. He also--

- Provides liaison on matters of ATC and airspace with the AT&A; DARR; FAA; MACOMs; local post, camp, or station commander; and representatives of other units, agencies, or commands.
- Ensures that ATC systems are operationally acceptable.
- Ensures that facilities collect and safeguard data on aircraft mishaps, emergencies, or violations.
- Ensures that assigned ATC personnel maintain currency.
- Ensures that facilities set up and conduct training and rating programs according to prescribed regulations.

b. **ATC Facility Chief.** The ATC facility chief manages the applicable ATC facility and personnel. He also--

- Ensures that the facility operates according to military and FAA rules and regulations that apply to ATC.
- Develops and maintains a facility training program.
- Develops TERPS.
- Ensures that all controllers meet the physical standards of AR 40-501.

- Ensures the operational readiness of facility equipment and associated NAVAIDs.
- Maintains a current file of pertinent regulations, manuals, charts, maps, and training material.
- Ensures that assigned personnel maintain currency.
- Maintains custodial control of all facility forms, records, and publications and ensures their accuracy, completeness, and distribution.
- Initiates and maintains a facility duty schedule.

c. **ATC Training Supervisor.** The ATC training supervisor is a facility-rated ATC specialist designated by the facility chief. The training supervisor--

- Plans, schedules, directs, and supervises the facility training of assigned ATC personnel.
- Supervises and conducts classroom and self-study training.
- Develops local course material, training aids, and control scenarios to supplement DA, USAAVNC, and FAA training programs.
- Evaluates and analyzes the capabilities and progress of the ATC personnel assigned to that facility.
- Maintains training records.
- Ensures the position qualification of trainees.
- Recommends trainees for a facility rating.
- Recommends to the ATC facility chief those controllers who require proficiency or remedial training. The training supervisor bases his recommendations on both personal observations and SS comments.

d. **Data Systems Officer.** The DSO is responsible to the facility chief for integrating, operating, and modifying ATC automation systems. A DSO should be appointed when the complexity of the automation system requires three or more full-time data system specialists. The DSO also--

- Maintains familiarity with all control scenarios.

- Develops computer programs for the facility.
- Represents the ATC chief/ATC facility chief during meetings or negotiations concerning automation.
- Prepares the automation status reports, notices, and correspondence necessary for managing and operating the automation system.
- Prepares recommendations, justifications, and estimates for automation system upgrades.
- Maintains liaison with other DSOs (FAA and military).
- Analyzes procedures; traffic flow; and data processing, transfer, and display information.
- Supervises the data system specialists.

e. **Data Systems Specialist.** The DSS ensures that the facility computer and related equipment function properly. He also--

- Performs systems analyses.
- Develops and modifies the program.
- Ensures program accuracy.
- Coordinates with adjacent automated facilities.
- Identifies the operational or procedural impact of program patches and changes.

f. **Shift Supervisor.** During the SS's tour of duty, he is responsible to the facility chief for the efficiency of facility operations. The SS--

- Assigns and directs all phases of the subordinates' work.
- Makes sure personnel receive on-the-job training.
- Assists and advises controllers during emergency situations.
- Maintains facility records.
- Makes sure personnel are current and proficient.

- Notifies search and rescue facilities of aircraft in distress and provides assistance and advice.
- Delegates responsibility to subordinates and assists the training supervisor.
- Evaluates the operational effectiveness of facility systems, subsystems, and equipment.
- Records and reports outages and takes action to correct discrepancies.

g. Controller-in-charge.

(1) When supervisory personnel leave the facility or are off duty, the ATC facility chief or SS shall designate a CIC for the period the supervisor is absent. Assigning a CIC assures that coordination and cooperation will continue when the SS is not available.

(2) The CIC shall assume all duties and responsibilities of the SS. He may also be required to perform his normal ATC duties in addition to those of the SS.

(3) The ATC facility chief or SS should rotate the CIC assignment among the facility's potential supervisors. The purpose of this procedure is to expose them to the duties and responsibilities of the SS. It is not an attempt to preempt the military rank structure.

(4) The CIC shall sign as the SS on DA Form 3502-R. A reproducible copy of this form is at the back of this manual.

h. Control Tower Operator and ATC Specialist Examiners.

(1) Military or civilian CTO and ATCS examiners shall be designated per AR 95-2, FAA Order 7220.1, and this manual. AR 95-2 explains how to request examiner designations. The facility-rated controllers meeting the requirements of AR 95-2 may be designated as examiners.

(2) Examiners shall administer CTO and ATCS facility rating tests per FAR, Part 65; FAA Orders 7220.1 and 8080.1; and this manual. They conduct the tests properly and complete, maintain, and submit the related forms and records per procedures in FAA Orders 7220.1 and 8080.1. CTO and ATCS examiners--

- Maintain test security.
- Develop and maintain the facility rating tests.

- Make sure applicants meet eligibility requirements.
- Issue temporary CTO certificates and sign ATCS certificates.
- Administer all prescribed written and practical tests for a facility rating.
- Maintain a record of ratings issued (by name, date, and type) and retain this record in facility files.
- Complete and submit the necessary certification of forms per FAA Orders 7220.1 and 8080.1 and AR 95-2.
- Report any testing or certification irregularities or problems, as appropriate, to the ATC facility chief, regional FAA office, or examiner.

i. ATC Maintenance Chief. The ATC maintenance chief is responsible for all ATC equipment maintenance. His duties include, but are not limited to, the following:

- Coordinates maintenance-related issues, such as LOA, on-call rosters, and NAVAID scheduled maintenance with the ATC chief or platoon sergeant.
- Ensures that maintenance facilities are maintained per applicable military and FAA publications and standards.
- Ensures the qualifications of maintenance personnel.
- Coordinates ATC equipment maintenance with support and supported units.
- Establishes a maintenance training program and an on-the-job training program for the local facility.
- Coordinates facility configuration changes with the ATC chief or platoon sergeant and higher headquarters.
- Maintains "as built" diagrams and drawings for ATC facilities and equipment.

2-2. CONTROL POSITIONS AND RESPONSIBILITIES

a. Shift Supervisor. The SS is responsible for efficiently operating the ATC facility during his tour of duty.

b. Local Control. The LC issues information and clearance for properly separating and sequencing aircraft under his control.

c. **Ground Control.** The GC issues information and instructions for the orderly movement of traffic (aircraft, vehicles, pedestrians) on the movement area.

d. **Flight Data.** The FD receives, posts, and relays flight data clearances and messages and assists in facility operations as directed.

e. **Coordinator.** The CI coordinates the flow of air traffic between other positions or facilities as required.

f. **Clearance Delivery.** The CD delivers clearances to departing aircraft. The function of the CD is separate from that of the GC or FD.

g. **Flight Following.** The FF issues information and advisories to arriving, departing, and en route aircraft and monitors the flight progress of aircraft. The FF also receives, posts, and relays progress reports and posts information to flight data strips, boards, charts, and tactical situation maps.

h. **Departure Control.** Applying radar or nonradar standards, the DC expedites the movement of departing aircraft. The DC provides separation between successive departures and between departing and arriving aircraft.

i. **Arrival Control.** Applying radar or nonradar standards, the AC expedites the movement of arriving aircraft. The AC provides separation between successive arrivals and between arriving and departing aircraft.

j. **Approach Control.** Applying radar or nonradar standards, the AP provides for the separation and sequencing of IFR aircraft operating within a designated area of jurisdiction.

k. **Airport Surveillance Radar.** The ASR provides for the radar sequencing and separation of aircraft being vectored to intercept the final approach courses for handoff to PAR or for the conduct of a surveillance approach.

l. **Precision Approach Radar.** The PAR issues instructions to the pilot based on the position of the aircraft relative to the final approach course, glide path, and distance from touchdown. The PAR also monitors certain nonradar instrument approaches.

NOTE: The ATC chief/ATC facility chief may add positions based on local requirements.

2-3. OPERATING INITIALS

The ATC chief/ATC facility chief shall assign the controllers individual, two-letter operating initials. The chief shall maintain a list of operating initials for all assigned controllers. Except where signatures are required, controllers shall use the assigned operating initials on all interphone systems and facility forms and records.

2-4. FACILITY CURRENCY

Air traffic controllers shall remain current per AR 95-2.

2-5. NON-ATC DUTY PERFORMANCE

a. When planning normal work periods and shift schedules, supervisors must consider the time that air traffic controllers devote to other military duties. Temporarily assigning controllers to duties outside their MOS can adversely affect both flight safety and professional development. Supervisors must retain the expertise necessary for safe control of air traffic. Therefore, supervisors shall restrict the use of ATC personnel outside their MOS to essential military duties.

b. When working outside their MOS, ATC personnel shall make an entry in the Remarks section of DA Form 3479-6-R. A reproducible copy of this form is at the back of this manual.

2-6. NONCONTROLLER PERSONNEL IN ATC FACILITIES

The ATC chief/ATC facility chief shall keep to a minimum the number of noncontrolled personnel in an ATC facility. The chief shall be the final authority on the admittance of noncontrolled personnel to the facility and the number permitted at any one time. (In the chief's absence, the SS or CIC will assume this responsibility).

2-7. SPECIAL MEDICAL CONSIDERATIONS

If a controller is receiving a substance or medical procedure that is likely to provoke an adverse systemic reaction, the supervisor shall restrict the individual from ATC duties. The controller will not resume ATC duties until a flight surgeon declares him fit. If a supervisor determines that a controller's physical or mental health is questionable, he shall relieve the controller of ATC duties. The supervisor shall refer the controller to a military flight surgeon for an evaluation and a ruling. AR 40-8 addresses the factors to consider and the appropriate medical restrictions to ATC duty.

2-8. TIME STANDARDS

All ATC facilities shall use Coordinated Universal Time in all operational activities. Local time shall be used for facility duty schedules, daily traffic counts, and other administrative forms and correspondence.

2-9. HOURS OF OPERATION

a. The installation commander establishes an ATC facility's hours of operation. Facilities that operate less than 24 hours per day, 7 days per week shall establish procedures for opening and closing. They shall coordinate these procedures with airfield operations or the ATC facility having IFR jurisdiction. These procedures shall also be included in an LOA or operations letter. When part-time facilities open or close, they shall broadcast the service they are resuming or terminating.

b. If airfield operations continues to function when the ATC facility is closed, these organizations shall exchange pertinent flight data before the facility opens or closes. The facility shall publish its hours of operation in the appropriate FLIPs.

2-10. MAXIMUM HOURS OF DUTY

a. **Fixed Facilities.** Except in an emergency, the shift, workweek, and rest periods are as stated below.

(1) Shift.

(a) An 8-hour shift is standard.

(b) A controller will not serve or be required to serve more than 10 consecutive hours.

(2) Workweek.

(a) A 40-hour workweek is standard.

(b) An up-to-50-hour workweek may be authorized for a period not to exceed 60 days.

(3) Rest periods.

(a) A 15-minute rest period is required after every 4 hours of continuous work if the traffic density and facility operations permit.

(b) An 8-hour rest period is required between shifts.

(c) A 24-consecutive-hour rest period shall be provided during each 7-consecutive-day period.

NOTE: Controllers shall not be scheduled for any other military duties, other than normal housekeeping duties, during these rest periods.

b. **Tactical Facilities.** Except in an emergency, the shift and rest periods are as stated below.

(1) **Shift.**

(a) A 12-hour shift is standard.

(b) A 16-hour shift is maximum.

(2) **Rest periods.** An 8-consecutive-hour rest period shall be provided before each shift.

2-11. MINIMUM SHIFT REQUIREMENTS FOR FIXED FACILITIES

a. Shift duty and actual shift manning will normally provide a qualified controller for each operating position in the facility. This does not preclude reducing the actual shift manning to the minimum stated in b below when flying activities are less than normal such as on holidays and weekends. The minimum manning level for tactical ATC facilities shall be established by the ATC battalion commander.

b. The ATC chief/ATC facility chief may permit consolidation of operating positions and approve the performance of more than one function by a rated or PQ controller. No less than two controllers shall be present for duty in the control tower, approach control tower (nonradar), GCA, FOC/FCC, ADFS, and ARAC. One of them shall be facility-rated and the other one position-qualified in at least one position.

c. Jointly operated facilities, such as an ADFS and ARAC, need not meet the shift requirements of both facilities. However, the controllers must be cross-trained and, as a minimum, position-qualified in an operational position of the other facility; for example, when the ADFS is located within the ARAC. Only two controllers are required to be on duty. The ADFS facility-rated controller must be position-qualified at an ARAC position, and the ARAC facility-rated controller must be position-qualified at an ADFS position.

2-12. POSITION CONSOLIDATION

Personnel are assigned to positions according to the functions of the activity, equipment, and facility. Positions may be combined based on the activity and personnel qualifications. A facility memorandum must identify those positions that must not be combined with another.

2-13. POSITION ASSIGNMENTS

Only ATC personnel who are qualified to perform the duties as outlined in this manual shall man the positions. Controllers shall be assigned to positions as required by traffic, equipment, and individual qualifications.

a. Without direct supervision, PQ controllers shall not be assigned to positions in which they are not qualified. In addition, PQ controllers shall not be assigned to more than one position at a time unless they are qualified at both positions.

b. Facility-rated controllers providing direct one-on-one supervision of a trainee or noncurrent rated controller are directly responsible for operating the position. During the facility-rating examinations, the examiner may assume position responsibility if he is facility-rated and current at the facility. Noncurrent, facility-rated controllers shall not be assigned to a position unless given direct one-on-one supervision.

c. At the discretion of the SS, non-PQ trainees may conduct precision or surveillance approaches during IFR conditions under certain circumstances. They may conduct these approaches if--

- Direct one-on-one supervision is maintained.
- Direct communications override is available at the position of operation.
- Weather conditions are acceptable (not less than a 500-foot ceiling or 1-mile visibility).

2-14. POSITION RESPONSIBILITY TRANSFER

a. Position responsibility shall be transferred according to FAA Handbook 7110.65 and appropriate facility directives. All controllers, including supervisors, shall know how to perform the

duties of any position to which they may be assigned before they assume the responsibility. Each controller shall also--

- Read the recent information file, DA Form 3502-R, and any other operational data that the ATC chief/ATC facility chief, SS, or CIC may specify.
- Obtain a briefing on communications, traffic and airfield conditions, equipment outages, and current and forecast weather.
- Accept responsibility for the position only after ensuring that the briefing is complete and that all questions about the operation of the position have been resolved.

b. The relieving controller and the controller being relieved shall share equal responsibility for the completeness and accuracy of the position-relief briefing. The ATC chief/ATC facility chief shall provide a tailored checklist of the equipment and conditions that will likely be a factor at each position during relief periods.

2-15. DUTY RELEASES

A facility memorandum must outline the procedures for releasing controllers from scheduled duty. DA Form 3502-R is used to document absences that are not explained on the duty schedule.

2-16. EMERGENCY MANNING LEVELS

a. Fixed-base ATC facility chiefs shall formulate proposed EMLs for ATC facilities. After validation by the MACOM, EMLs shall be forwarded through channels to Commander, USAAVNC, ATTN: ATZQ-ATC-MO, Fort Rucker, AL 36362-5265.

b. EMLs shall be based on the minimum number of qualified personnel required to provide services for the hours of operation necessary to support the primary mission. It is also based on--

- A 48-hour workweek per controller.
- The exclusion of nonqualified controllers.
- Combined positions of operation wherever practicable.

c. The following formula is used to determine EMLs: Daily hours operational X number of operational positions X number of days operational each week divided by maximum hours a controller can work in one week (48 hours) = EML. For example, $16 \times 2 \times 5 = 160$ divided by 48 = 3.3. (For EML purposes, the value is rounded up to the next whole number.) In this case, the EML is 4.

d. After the EML of the ATC facility has been validated, the post, camp, or station commander will be advised in writing of the EML of his facilities. Every effort will be made to anticipate emergency manning levels. The USAAVNC Commander (address in a above) and the post, camp, or station commander will be advised through channels as far in advance as possible that a facility is anticipated to be at or below the EML.

e. ATC facilities may be operated at EMLs for a period not to exceed 60 days. If assigned and attached rated and PQ controller strength does not increase during this period, services or hours of operation must be reduced. Anytime the rated and qualified controller strength falls below the EML, services or hours of operation shall be curtailed immediately. The reduction in services or hours of operation shall remain in effect until the EML is attained.

f. Notification that services or hours of operation have been curtailed is sent by an electrically transmitted message through command channels to Commander, USAAVNC, ATTN: ATZQ-ATC-MO, Fort Rucker, AL 36362-5265. Figure 2-1 shows the format for an EML report.

Title: EML Report.

Facility and location:

Services and hours of operation to be curtailed if the EML extends beyond the 60-day period:

Expected implementation date of the curtailment:

Specific reasons for the proposed curtailment:

Services remaining and the proposed hours of operation:

Estimated date that normal services and hours of operation should resume:

Action implemented or planned:

Figure 2-1. Message format for an EML report

g. If corrective action cannot be taken in time to avoid the curtailment, the post, camp, or station commander shall be notified of the anticipated reduction in ATC hours of operation or services. On the date the curtailment is effective and again on

the date normal operations resume, a supplemental report shall be submitted through channels to Commander, USAAVNC, ATTN: ATZQ-ATC-MO, Fort Rucker, AL 36362-5265.

2-17. CONTROL AND COORDINATION OF AIRFIELD/HELIPORT AREAS

The ATC chief/ATC facility chief shall coordinate closely with airfield management to establish procedures for ensuring the most efficient use of runways. They also must ensure positive control and coordination of personnel, ground vehicles, and aircraft on or near taxiways, runways, and landing areas. Personnel in or near these areas shall maintain two-way radio communications with the control tower to the maximum extent possible and shall be familiar with tower light gun signals.

2-18. AIRPORT ADVISORY SERVICE

An airport advisory service is sometimes provided at locations without an operational control tower. At such locations providing this service, a common traffic advisory frequency shall be designated for carrying out airport advisories. This service does not require an air traffic controller. FAA Handbook 7110.10 contains additional information about the airport advisory service.

2-19. MAINTENANCE PERSONNEL

a. Qualified ATC maintenance personnel shall be scheduled for duty during normal duty hours, Monday through Friday. However, such factors as equipment outages, maintenance schedules, and the number of assigned personnel may require the scheduling of maintenance personnel at times other than during normal duty hours.

b. The ATC chief/ATC facility chief shall coordinate with maintenance personnel to develop written procedures for recalling ATC maintenance personnel if ATC or NAVAID equipment fails. These procedures shall outline who (by name) must respond, what types of failures require a recall, and who (for example, facility chief or SS) is responsible for initiating the recall.

NOTE: ATC equipment with backup systems or NAVAIDS that do not provide the only means of an IFR approach to the active runway normally would not require a recall of maintenance personnel. However, factors to consider are the amount of time before maintenance personnel arrive for scheduled duty, current and forecast weather conditions, and aircraft traffic.

c. The facility or unit SOP shall include the procedures outlined in a and b above. Rosters of on-call personnel shall be readily available to controllers and maintenance personnel.

2-20. COUNTERDRUG OPERATIONS

Air traffic control elements may be employed as part of the counterdrug task force to increase the safety of all aviation operations. They can enhance command and control through flight-following and search and rescue support. They can also deploy navigational beacons in remote areas and provide reliable IMC services. In addition, ATC units can cooperate with other federal agencies and military components involved in counterdrug activity. They can intercept suspected drug trafficking flights and provide terminal guidance for friendly counterdrug agency air assets. ATC responsibilities in the areas of airspace management and communications during counterdrug operations are given below.

a. Airspace Management. Aircraft involved in counterdrug operations must comply with FAA regulations to ensure the safety and protection of life and property. Facilities must request an exemption for any variation from FAA regulations. Planning cells should establish liaisons with other DOD agencies, law enforcement aviation, and the FAA.

b. Communications. Secure communications are essential to operational security. When contacting ATC elements, counterdrug aviation will use FAA-established coded call signs which can be obtained through the joint task force. Before operations begin, communication procedures should be outlined in an LOA to ensure that military, ATC, and law enforcement agencies can communicate clearly without compromising the mission.

Section II. Weather and Emergency Requirements

Regardless of the value of the latest official weather observation, controllers must advise arriving and departing aircraft of current weather information and visual observations. They also must inform local weather personnel of each in-flight emergency or aircraft mishap. This section explains the requirements and procedures for providing these services.

2-21. COOPERATIVE WEATHER WATCH

The cooperative weather watch is an observation program in which air traffic controllers and other nonweather personnel assist in monitoring weather conditions. The LOA between ATC agencies and the appropriate AWS must include local watch requirements and procedures. Tower controllers shall maintain a cooperative weather watch at all times per AWSR 50-10.

2-22. TOWER VISIBILITY OBSERVATIONS

a. Although TVOs are "limited," they are no less important than the record, record-special, special, and local observations that weather personnel take. The accuracy and timeliness of TVOS are critical to the safety and efficiency of aircraft operations and to the protection of military resources.

(1) TVOs are advisories unless weather station personnel verify them or unless the individuals taking the observations have been certified to make official weather reports. This information may include thunderstorm location and movement and rapidly deteriorating visibility. Tower controllers must also advise terminal radar facilities of any observed phenomena not in the current weather report.

(2) Tower controllers must relay TVOs to weather station personnel to support the cooperative weather watch program. This requirement is particularly important during severe weather and when conditions observed by nonweather personnel (ATC) and those reported in the current weather observation are different. The local situation and weather observation site location influence how the weather station reports or relays information. The station will issue a new observation or include reports of differing conditions, such as RVR and prevailing visibility, in an official weather observation (R, RS, S, or L). The local weather unit and the organizations to which certified nonweather personnel are assigned will establish the criteria and procedures for weather reporting. ATC facility chiefs should contact the nearest weather station to review AWSR 50-10 and other regulations concerning weather observation and reporting and personnel training.

b. Tower facilities shall perform TVOS at the request of the local weather station or airfield commander. Facilities that perform TVOs shall develop an LOA between the ATC facility and the weather station. The LOA shall state the weather elements to be reported, responsibilities, and coordination procedures unless this information is in an existing regulation. Air Force weather stations, for example, normally publish these requirements in regulations or supplements.

c. All tower controllers are required to become certified before they start position qualification training. They shall renew their certification annually at each facility. The results of initial and annual certification shall be entered on DA Form 3479-R. A reproducible copy of this form is at the back of this manual.

d. Local weather service authorities will provide a practical training program to certify air traffic controllers as limited weather observers. If no servicing weather station exists, the requesting agency shall make sure LWO training is provided. Controllers shall perform weather observations as a secondary function; their primary function is ATC.

2-23. DENSITY ALTITUDE ADVISORY BROADCAST

When the temperature reaches a certain level, ATC facilities at Army airfields and heliports with field elevations of 2,000 feet MSL or above shall broadcast a density altitude advisory to departing and arriving aircraft. Table 2-1 shows the temperatures and elevations at which the advisory will be broadcast.

Table 2-1. Data relative to density altitude advisory broadcast

<u>Field Elevation (ft MSL)</u>	<u>Temperature (°F)</u>
2,000 to 2,999	85 and higher
3,000 to 3,999	80 and higher
4,000 to 4,999	75 and higher
5,000 to 5,999	70 and higher
6,000 to 6,999	65 and higher
7,000 to 7,999	60 and higher

2-24. WEATHER OBSERVATION RELAY

Observers shall relay weather observations to the tower via television, autowriters, teletypewriters, or other similar systems. Controllers shall post observations received by telephone on notepads or on the reverse side of flight strips. Observers and controllers will use the standard weather symbols and abbreviations.

2-25. WEATHER DATA RETENTION

Controllers do not need to retain weather data received over recorded voice lines, television, teletypewriters, and teleautograph. However, they shall retain, with the DA Form 3502-R, weather data received over unrecorded voice lines and data copied on notepaper. Both the observer and the controller shall record their initials on each observation they receive.

2-26. VISIBILITY CHECKPOINT CHARTS

All control tower facility chiefs shall prepare visibility checkpoint charts as outlined in Chapter 4. They will use these charts to report tower visibility and to observe changes in the reported visibility. When the official report and the tower observation differ, the tower shall report the tower visibility to the weather station and the terminal radar facility. Tower visibility may include the entire airport traffic area or any portion of the area. For example, "Tower visibility is 2 1/2 miles" or "Tower visibility to the south is 1/2 mile." When tower visibility is less than 4 miles and differs from the reported values, it should be included in the Remarks section of an official weather observation. Tower visibility shall also be transmitted to all arriving and departing aircraft if it is not included in a current ATIS broadcast.

2-27. AIRFIELD WEATHER STATUS

The airfield weather status (IFR or VFR) shall be posted to DA Form 3502-R when daily operations begin. As it changes during the day, the status is again posted to the form.

2-28. AIRCRAFT ACCIDENTS AND INCIDENTS

Components of the Army ATC system become involved in an aircraft accident or incident in various ways. The involvement may result from--

- Irregularities or deviations from established procedures by pilots. These situations require special handling by controllers and result in the delay or resequencing of other aircraft.
- Operational errors involving equipment failure, personnel, procedures, or system components. These errors, either individually or in combination, result in deviations from established ATC standards.
- Near collisions reported by the pilot of an aircraft involved in the incident.

When a facility, service, or NAVAID is suspected to have been involved in an aircraft accident or incident, ATC must act immediately. ATC shall provide continuing safe, orderly, and expeditious movement of all air traffic operating under the jurisdiction of the ATC facility. In addition, ATC shall obtain accurate and complete information on which to base a detailed

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investigation. The responsibilities following an aircraft accident or incident are outlined below.

a. The SS shall--

(1) Notify the ATC/facility chief and other designated personnel of the accident or incident.

(2) Request a local weather observation unless there has been an intervening record or record-special observation.

(3) Record all appropriate details, including the local weather observation, on DA Form 3502-R.

(4) Mark and safeguard the recording tapes that are or may be pertinent to the accident and handle them according to Chapter 3 of this publication. In case of an incident, such as an emergency or a complaint about ATC services that does not result in an accident, removal of recorder tapes before the normal rotation time is unnecessary.

NOTE: It is extremely important that ATC personnel immediately inform the local weather personnel of each in-flight emergency or aircraft mishap. When notified of an in-flight emergency, the weather station is required to intensify the weather watch to ensure that the aircraft in distress receives the maximum weather support. ATC personnel must notify the weather station of an aircraft mishap immediately. Thus they can take the official weather observation and annotate the recording instruments as closely as possible to the actual time of the accident.

b. As soon as possible after notification of an accident or incident, the ATC chief/ATC facility chief, training supervisor, SS, or CIC shall--

(1) Relieve the controller for physical and psychological evaluation by the local medical officer or flight surgeon if there is any indication that the controller contributed to the accident or incident. The controller shall obtain a clearance from the local medical officer or flight surgeon before returning to duty.

(2) Obtain a written statement about the incident or accident from all controllers and supervisory personnel involved. Written or taped records pertaining to an aircraft accident shall be retained for a minimum of six months. Written or taped records pertaining to an aircraft incident shall be retained for a minimum of 30 days.

(3) Examine the condition of the equipment, along with technically qualified maintenance personnel, to determine whether it could have contributed to the accident or incident.

2-29. ACCIDENTS OR INCIDENTS INVOLVING RADAR FACILITIES

When an accident or incident involves or is suspected to have involved radar equipment, the facility shall discontinue radar service until a flight check is performed. An exception to this policy would be during IFR conditions when aircraft can neither land using other NAVAIDs nor proceed to an alternate landing area. In this situation, the facility shall not terminate radar service if the pilot has been informed about the radar equipment and concurs in its use.

2-30. INFORMATION RELEASE

Information pertaining to an aircraft accident, incident, or violation of any kind shall be made available only to official DOD personnel. The airfield commander and ATC chief/ATC facility chief are responsible for compiling and releasing this information. The names of personnel involved will be treated as restricted information. Their names will not be released to the public or any agency outside of DOD except by proper authority. Requesters of this information should be referred to Director, US Army Aeronautical Services Agency, ATTN: MOAS-ZA, Cameron Station, VA 22304-5050. No controller shall give interviews, make statements, or release any written or recorded information to news agencies or unauthorized personnel or organizations without consulting the ATC chief/ATC facility chief.

2-31. NOTICES TO AIRMEN

ATC facilities are responsible for notifying the designated facility or office of any equipment outage, service curtailment, or airfield activity that may require a NOTAM.

2-32. COMMUNICATIONS PROCEDURES

The SS on duty is responsible for all communications emanating from the facility. The ATC chief/ATC facility chief shall ensure that periodic checks are made to detect and prevent superfluous or unauthorized transmissions.

a. The SS takes action to detect and prevent radio or telephone transmission of false or deceptive communications and obscene, indecent, or profane language. The SS is also responsible for detecting unauthorized or unassigned identifications and preventing willful or malicious interference with other communications.

b. In addition to normal ATC transmissions, the facility may need to transmit third-party messages about the safety of aircraft operations or the preservation of life or property. Such transmissions are authorized on ATC radio communications channels; however, they shall be recorded on DA Form 3502-R. Controller personnel or persons concerned with the emergency may handle these transmissions. Noncontrolled personnel may be given access to ATC facilities if control instructions are not issued and their transmissions can be interrupted to continue ATC services.

c. ATC facilities may relay non-ATC instructions only when no other source of communication is available and the transmissions will not interfere with ATC instructions. When it appears that such broadcasts may affect the control of air traffic, ATC personnel shall immediately notify the ATC chief/ATC facility chief.